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**THE CANINE ASSOCIATION  
OF WESTERN AUSTRALIA (INCORPORATED)**

**REGULATIONS**

**SECTION ‘F’**

**CONFORMATION JUDGES  
TRAINING & EXAMINATION  
PROGRAMME**



All parts of the CAWA Regulations must be read in conjunction with the Australian National Kennel Council Ltd (ANKC) Regulations, which will take precedence. Only those regulations that add to the ANKC regulations Part 3 Judges Training and Examinations are included in the CAWA “F” regulations. The numbering in these regulations reflect those in the ANKC Regulations Part 3 Judges Training and Examinations,



ANKC Latest Amendment : October 2012  
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## **CAWA REGULATIONS - SECTION 'F'**

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**F1. Terminology**

- 1.1 Member Body. The Canine Association of Western Australia (CAWA) or Dogs West..
- 1.2 ANKC. Australian National Kennel Council.
- 1.3 CJTWP. Conformation Judges Training Working Party.
- 1.4 Mentor. An ANKC Championship Show Judge who has completed the ANKC Examiner/Assessor Accreditation Programme as outlined in Section 9 of these regulations.

**F2 Method of Education**

- 2.3 Record Keeping
  - 2.3.1 Trainees are responsible for keeping a record of all open shows and parades judged – the number of dogs and breeds judged. When applying for elevation a summary of the relevant records must be included unless otherwise specified on the appropriate form. Trainee judges must complete a Trainee Judges Record Form (J4) in duplicate after each appointment. One copy must be forwarded to the CJTWP through the Dogs West office within ten (10) days of the open show or parade, the other copy to be retained for the Trainee Judge's own records. Forms not submitted within the time limit as required shall be rejected and the numbers for that appointment will not be counted. All dates as included in the annual CJTWP calendar issued to trainees are to be complied with.

**F4. Aspiring Judge Entrance Programme (1<sup>st</sup> Group)**

- 4.1 Aspiring Judge Entrance Program (1st Group or Single Breed)
  - 4.1.1 To enrol in the Program as an Aspiring Judge, a member must fulfil the following criteria:
    - 4.1.1.5(a) Dispensation may be granted from ANKC Regulation 4.1.1.3 or 4.1.1.4 on production of evidence from the applicant that they reside in an area that prohibits the breeding of dogs by State or Local Authority law.

**F6 Trainee Judge Program (1st and Subsequent Groups)**

- 6.1.1 Module 1. Breed Lectures / Field Events / Seminars
  - 6.1.1(a) A trainee judge must attend a minimum seven, (7) lectures per group per year (one of which must be the Mock Practical Assessment), plus one (1) Open Forum. Any missed lectures require an essay as in 6.1.1(c) within 14 days. A trainee who fails to comply will be ineligible to accept appointments for that group for a 6 month period commencing at expiry of 14 day period. (12/09; 01/11, 10/11) (Refer to ANKC Part 3 Regulation 6.1.1 (b))
  - 6.1.1(d) Essays must be lodged in duplicate with the Dogs West office for recording with one to be forwarded to the relevant convenor and the other copy to the trainee. On receipt of an essay, the convenor will mark and return it to the trainee OR if deemed to not meet

CAWA 'F' Regulations requirements, refer it to the committee for confirmation that the essay needs to be returned to the Trainee for amendment and resubmission within fourteen (14) days.

If the essay is submitted by email, then the submission is taken to have been made at the time the email was sent, as per the time and date indicated on the senders email when received by the Dogs West office. Acknowledgement will be by return email. (03/13)

- 6.1.1 (e) Trainees may apply to the convenor, before the due date, for an extension for submission of an essay. An extension may be granted after consultation with the Chair/Coordinator regarding the reason for the extension. If an extension is granted, then the date by which the essay must be submitted will be advised to the trainee. (04/13)
- 6.1.1(f) Failure to submit essays by due or extended date will render the Trainee suspended from the trainee judges' programme for six (6) months from that date. Suspension will mean that the Trainee may not accept any judging appointments for the group while suspended. Appointments already contracted may be fulfilled during this six months period. The suspension will continue in place if the essay is not submitted and approved.
- 6.1.1(g) Failure to submit essays will render the Trainee ineligible to take an Examination until the missed Breed lectures are attended.
- 6.1.1(h) There will only be one extension and one resubmission per essay.

6.1.2 Module 2. Practical Experience

- 6.1.2(a) No Trainee may judge in excess of 200 Exhibits without permission of the President and/or the Vice President on the recommendation of the Conformation Judges Training Working Party) (11/12)

**F7 Single Breed Training Program**

- 7.1.5 Where there is a Breed Club in the State, judging at that breed club's Open Show, Parade or Members Competition, to gain practical experience is to be desired. If not possible, Group and All Breeds Clubs are to be encouraged to invite the Single Breed Trainee to judge their breed at one of their Open Shows to enable them to meet the required number of 25 dogs needed to be judged. Where there are insufficient numbers in the breed the Trainee may apply to the appropriate body for dispensation from this regulation.

Where conducted, attend (at the discretion of the Member Body) the Breed club's Open and Championship Show, the Group club's Open and Championship Show and the breed judging at an approved major Show. i.e.: Royal Show or the major Non-Royal show in each State. (01/11)

**F9 Theory Examinations**

- 9.1.1 Single Breed Theory Examinations shall include questions requiring answers in more depth than Group Theory Examinations. Key phrases from the Breed Standard will be essential and may include phrases from the Breed Standard Extension.(10/11)
- 9.2.1 A candidate who has taken a Theory Examination can make an appointment to see their paper in the presence of the Chairperson or their Group Convenor, or a

person delegated by the Chairperson. All requests for appointments are to be made to the Dogs West office. (12/09)

- 9.3.1 Trainee judges who fail examinations (theory or practical) are required to continue to attend all lectures until licensed. In the event of persons being unable to attend any scheduled lecture, they are required to submit an essay of 1000 words (within the prescribed time) in its place

## **F11 General**

### **11.6 Examination Protocols**

Trainees and Aspirants during the conduct of Theory and Practical examinations shall do so without referring to any information that relates to their examination – this includes, but is not limited to breed standards, notes, electronic information, advice from others.

Where examinations are to be conducted as Open Book Examinations all participants will be so advised in writing by Dogs West either in the curriculum, by letter or by e-mail prior to that examination.

Any breach of this regulation will result in the suspension of the trainee or aspirant from the conformation judges' training programme for a twelve (12) month period.

### **11.7 Stewarding Requirements**

All Trainee Judges must steward for a minimum of 300 dogs at no fewer than three (3) shows during the two (2) years prior to applying for a Practical Exam for their first and second groups only. Evidence of this stewarding is to be submitted with their application for the Practical Examination. Trainee Judges are to be responsible for maintaining their own records and submitting these records to the office for collation at the time of applying for a practical examination. (09/08) (12/09) (03/13)

## **F12 Appeals**

- 12.2** Where a Trainee Judge believes that the Practical Examination for which they were a participant was not conducted in accordance with the Regulations, they must lodge an appeal with the Member Body. This appeal must be lodged by 2.00pm on the next working date after the conclusion of said practical examination and should detail the Regulation/s that are alleged to have been breached. Appeals received after this time will not be considered. (03/13)

## **F14 Applications and Renewals**

- 14.1 Applications for 1st and subsequent groups to be made on the appropriate form accompanied by relevant fee and submitted to the Canine Association of Western Australia (Dogs West office) by 1st December, or where this falls on a weekend or public holiday, by close of business on the next working day, each year. (09/08) (01/11)
- 14.2 Application for renewal of Trainee Judge status shall be made annually by 1st December or where this falls on a weekend or public holiday, by close of business on the next working day, each year. (09/08) (01/11)
- 14.3 Trainees, who have formally withdrawn from the conformation judges' training programme, may apply to re-enter the scheme at any time during the year but are subject to all requirements regarding lecture attendance and other matters.

- 14.4 Application to sit the Theory Exam Parts “A “and “B” shall be made on the appropriate form and accompanied by the relevant Fee and submitted to the Canine Association of Western Australia (Dogs West office) by the first Wednesdays in July and October each year. 08/11
- 14.5 Applications to sit a Practical Examination shall be made on the appropriate form and accompanied by the relevant fee and submitted to the Canine Association of Western Australia (Dogs West office) not later than 1st November, or where this falls on a weekend or public holiday, by close of business on the next working day, each year, pending successful results of the Theory Exam (09/08) (12/09)
- 14.6 All applications shall be made on the appropriate Canine Association of Western Australia form and accompanied by the prescribed fee:
- a) All applications not lodged by the due date will not be accepted
  - b) All applications not accompanied by correct fee will not be accepted.
  - c) Each application must be lodged on a separate form (09/08)

## **F15 Training Year**

- 15.1 The Conformation Judges Training Working Party year shall commence on 1st January. (09/08)
- 15.2 Assessments
- 15.2.1 For the first four (4) Groups each Trainee Judge must be assessed on two(2) occasions, the first (where possible) by the Convenor for each group in which they are training and the second by two or three Assessors. In the 5th and subsequent groups only one (1) assessment will be required. The Assessor/s shall recommend either a Pass or a further period of training followed by another assessment.
- 15.2.2 Trainee Judges must apply to the Chief Executive Officer of the Canine Association of Western Australia (Inc) on the prescribed form (J1) for assessment at least one (1) month prior to the appointment. (09/08, 08/11)
- 15.2.3 When assessing a Trainee Judge, the following aspects will be considered:
- a) Dress (is it appropriate?)
  - b) Punctuality
  - c) Ring Control
  - d) Manner with dogs
  - e) Manner with exhibitors
  - f) Judging method
  - g) Judging speed
  - h) Application of standards
  - i) Overall performance. (09/08)

## **F16 Trainee Judges Appointments**

- 16.1 No judging appointment may be accepted for any group until the relevant status has been granted.
- 16.2 Trainee Judges shall not judge any group at Open Shows or Parades for which they hold championship status except at Open Shows or Parades over 75kms from Perth GPO or with permission of Council, on the recommendation of the Conformation Judges Training Working Party.

- 16.3 A Trainee Judge may judge an entire Parade or Open Show including General Specials held more than 75km from Perth GPO if they are qualified to judge at least five (5) Groups, of which at least two (2) are Championship Show Group status.
- 16.4 Trainee Judge may judge General Specials at a Parade or Open Show if they are qualified to judge at least five (5) Groups, of which at least three (3) of them are at Championship Show Group status. (01/11)
- 16.5 A Trainee Judge may not judge the same complete Group or All Breeds General Specials during a period of three (3) months at any Open Show or Parade, which is to be held within a radius of 75km of the venue of the prior appointment.
- 16.6 Where no suitably qualified Trainee Judge is available, the Conformation Judges Training Working Party may give permission for a Trainee Judge to judge at a show within not less than two (2) months of another judging appointment in that group.
- 16.7 Trainee Judges are not permitted to accept appointments outside Western Australia to judge groups or breeds for which they do not hold Championship status without special permission from Governing Council on the recommendation of the Conformation Judges Training Working Party. (09/08)
- 16.8 Should a Trainee Judge elect to withdraw from the Conformation Judges Training Scheme they may not accept any new appointments and may only honour prior appointments up to six (6) months following the date of notification of their withdrawal. (12/09, 10/11)

**F17 Conformation Judges Training Working Party (10/11)**

- 17.1 The Coordinator shall be appointed annually by the Chair of the Training Committee. (09/08, 10/11)
- 17.2 The Conformation Judges Training Working Party shall consist of:
  - (a) The Chair and a Coordinator
  - (b) a Secretary (optional) and
  - (c) a maximum of seven (7) working party members (09/08, 10/11)
- 17.3 Positions on the Conformation Judges Training Working Party shall be filled by invitation from the Chairperson and ratified by Governing Council, to Championship Judges of at least 5 years panel status experience in the relevant group, except for the Secretary, where the Secretary is not a Convenor (09/08, 10/11)
- 17.4 Where there are insufficient qualified judges available to fill the vacant positions on the Working Party, positions may be filled by Championship Judges who are currently training for another group. (09/08, 10/11)
- 17.5 It is desirable that the Chair and the Coordinator be All Breeds Judges (09/08, 10/11)
- 17.6 The overall supervision and/or setting of written examinations be the responsibility of the Coordinator of the Conformation Judges Training Working Party. This is to include the production and storage of all papers, including past papers.

